



भा.कृ.अनु.प.-राष्ट्रीय अंगूर अनुसंधान केंद्र

डाक पेटी नं. 3, मांजरी फार्म डाकघर, सोलापूर रोड, पुणे - 412307, भारत

ICAR-NATIONAL RESEARCH CENTRE FOR GRAPES

P.B. NO. 3, MANJARI FARM POST, SOLAPUR ROAD, PUNE - 412 307, INDIA

Tel: +91-20-2695-6000(EPABX), 2695-6002(Director's Office), Fax: +91-20-2695-6099

E-Mail: director.nrcg@icar.gov.in Website: <https://nrcgrapes.in>



F.No.NRCG 4(10)/APEDA/2025/Estt/

Date: 10.12.2025

विज्ञापन / ADVERTISEMENT

निम्नलिखित पद के लिए व्यक्तिगत साक्षात्कार में भाग लेने के लिए आवेदन आमंत्रित किए जाते हैं, जो परियोजना के तहत अनुबंध के आधार पर भा.कृ.अनु.प.- राष्ट्रीय अंगूर अनुसंधान केंद्र, पुणे में नीचे दिए गए समय के लिए दिए गए हैं।

योग्य उम्मीदवारों से अनुरोध है कि वे अपना आवेदन संलग्न आवेदन पत्र में मूल दस्तावेजों की प्रति के साथ हाथ या स्पीड / पंजीकृत डाक से **31st दिसंबर, 2025 तक (शाम 5.30 बजे तक) डॉ. शर्मिष्ठा नाईक, वैज्ञानिक और परियोजना प्रभारी**, भा.कृ.अनु.प.- राष्ट्रीय अंगूर अनुसंधान केंद्र पो. बा. नंबर-3, मांजरी फार्म पोस्ट, सोलापूर रोड, पुणे-412307, महाराष्ट्र को भेजें। देय तिथि और समय के बाद प्राप्त आवेदनों पर स्क्रीनिंग के लिए विचार नहीं किया जाएगा। आवेदनों की जांच के बाद, पात्र उम्मीदवारों को साक्षात्कार के संबंध में अधिक जानकारी के लिए ईमेल या फोन या भा.कृ.अनु.प.- राष्ट्रीय अंगूर अनुसंधान केंद्र, पुणे की वेबसाइट <https://www.nrcgrapes.in> पर सूचित किया जाएगा। उम्मीदवारों के मूल दस्तावेजों का सत्यापन बाद में किया जाएगा। पद का विवरण नीचे दिया गया है

Applications are invited to attend Personal interview for the following posts purely on contractual basis under project for given period of time at ICAR- NRC for Grapes, Pune as mentioned below.


The eligible candidates are requested to send their application in the enclosed application form along with copy of the original documents by hand or speed/registered post on or before **31th December, 2025 (up to 5.30 PM)** to **Dr. Sharmistha Naik, Scientist and Project In-charge**, ICAR- National Research Centre for Grapes, P.B. No.- 3, Manjari Farm Post, Solapur Road, Pune- 412307, Maharashtra. Applications received after due date & time will not be considered for screening. After screening the applications, the eligible candidates will be informed by email or over phone or on website of ICAR- NRCG <https://nrcgrapes.in> for further details regarding interview. Original documents of candidates will be verified at a later stage. The detail of the position is given below:

| Post Code | Name of post | No. of post | Name of project | Qualifications | Emoluments per month | Project Duration |
|-----------|--------------------------|-------------|---------------------|---|----------------------|------------------------------------|
| 01 | Administrative Assistant | 02 | "APEDA NRL Project" | Essential: <ul style="list-style-type: none">Any Graduate preferably (Commerce, Science, Arts, Engineering etc.) with Two years' experience in the administrative work. Desirable: <ul style="list-style-type: none">Good communication skills in English.Knowledge of Ehrms/ EOffice/PFMS etc.Maintenance of Office Files/ records etc.Experience in handling the interviews, meetings, training's etc.Experience in documents filing, office documentation / correspondence etc.Good Working knowledge of MS-Word/ MS-Excel / MS Power-point etc.Experience in handling the Professional Tax/Income Tax related issues, banking work etc. | 25,000/- | Up to 31.03.2026 (May be extended) |

Terms and conditions:-

1. The interview for the above posts will be conducted in online / offline mode at Institute.
2. Only Indian citizens are eligible for appearing in the online/offline interview.

3. **Age limit:** Minimum 21 Years and Maximum 40 Years as on last date of submission of application with relaxation as per rules.
4. The above positions are purely temporary basis and co terminus with the project subject to satisfactory performance. The selected candidates shall have no right/ claim for regular appointment or absorption at ICAR-NRCG, Pune at any point of time.
5. Only the candidates having essential/required qualification will be considered for objective examination and interview.
6. Candidates are requested to ensure their eligibility before appearing for the interview.
7. Only the candidates having Provisional/ Final degree certificate can apply.
8. Concealing of facts or canvassing in any form shall lead to cancellation of candidature or termination.
9. Person already in employment should submit "No objection Certificate" from their present employer.
10. **The eligible candidates are requested to send their duly filled Application Form affixing a passport size photograph on the top and declaration duly signed in the application form annexed with duly self-attested all supporting documents/certificates such as (Proof for age, Category certificate, educational qualifications – Mark sheet & passing certificates from 10th class onwards, experience and research publication) by hand or speed/registered post on or before 31.12.2025 (up to 5.30 P.M.) to Dr. Sharmistha Naik, Scientist and Project In-charge, ICAR- National research Centre for Grapes, P.B. No.-3, Manjari Farm Post, Solapur Road, Pune-412307, Maharashtra. Candidates must send their Application along with Bachelor's/Master's degree certificate, Marks list and Experience Certificates, failing which their application may be rejected.**
11. List of the candidates who are eligible for interview will be published on Institutes website <https://nrcgrapes.in> and will also be informed through email/phone/WhatsApp. **Candidates are requested to provide email, phone & WhatsApp number in application.**
12. Selected Candidates(s) will be **required to produce all original documents** at the time of Joining for verification purpose.
13. The selected candidates will be required to produce medical certificate at the time of joining.
14. Candidates are requested to check the website <https://nrcgrapes.in> time to time for updates regarding recruitment.
15. The Project In-charge/Director, ICAR-NRCG reserves the right to cancel / postpone the interview without assigning any reason thereof.
16. The decision of the Project In-charge/Director, ICAR-NRCG, Pune will be final and binding on all aspects.
17. The Project In-charge/Director, ICAR-NRCG shall also reserve the right to terminate or reduce the contract period of job as mentioned above, even before the completion of the project for which no appeal thereof shall be made.
18. Detailed terms and conditions and application form are available at ICAR-NRCG website: <https://nrcgrapes.in>
19. In case of any dispute, it will be resolved in jurisdictions of Pune court only.


20/12/2025
परियोजना प्रभारी / P.I.